

UNITED STATES DEPARTMENT OF AGRICULTURE

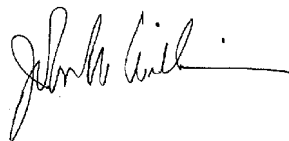
Farm Service Agency
Washington, DC 20250

Notice PM-2098

For: State and County Offices, Except AK, HI, and PR

FY 1998 BU-533R, Report 14, County Office Workday Summary

Approved by: Acting Deputy Administrator, Management



1 Overview

A

Purpose

This notice provides information about FY 1998 BU-533R, Report 14.

B

**County
Combinations**

The FY 1998 Report 14:

- reflects combined data for county combinations and shared management offices:
 - in effect as of September 30, 1998
 - for which workload data was available
- will be incorrect if offices have decombined during the years covered.

C

Exhibit 1

Exhibit 1 provides a list of work items in each category on Report 14.

Disposal Date

August 1, 1999

Distribution

State Offices, except AK, HI, and PR; State
Offices relay to County Offices

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2 Major Changes

A

Average Normal Workdays (NWD's)

Average NWD's are not shown since Report 14 is no longer used for classification purposes.

B

Credit for Combined Counties

The additional workload credit (NWD adjustments in work items 9067 and 9068) for combined County Offices formerly included in average NWD's is no longer shown. Computed NWD's are based only on work units actually reported.

3 Calculations

A

Total Computed NWD's

The total computed NWD's for each year shown on Report 14 is the sum of the computed workdays in Sections A and B of BU-533R, Report 1 for the County Office.

B

Total Adjusted NWD's

The total adjusted NWD's for each year shown on Report 14 is the total computed NWD's minus:

- workdays reported for COC
 - workdays reported for CMC
 - 219 workdays for CED's time.
-

4 Federal Farm Loan Employee Workdays

A

Work Item 9065

Actual workdays for Federal farm loan employees were reported by headquarters County Offices in work item 9065.

B

Impact of Work Item 9065 on Report 14

Workdays reported in work item 9065 were not deducted. Therefore, the computed and adjusted workday figures represent workdays credited to the County Office for work performed by both Federal and non-Federal County Office employees.

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5 Action

A

State Office Action

State Offices shall distribute Report 14 to County Offices within 10 calendar days after it has been received.

B

County Office Action

County Offices shall use Report 14 as a guide to:

- balance work assignments
- ensure that grade-controlling duties occupy a substantial portion of the employee's time.

Note: Report 14 is **not** intended to be a staffing guide for the County Office.

C

Contact

State Offices may contact Marilyn Pate, through EDSO:

- if there are questions about Report 14
 - to obtain a corrected Report 14 for county combinations and shared management offices effected after September 30, 1998.
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Work Items by FY 1998 BU-533R, Report 14 Category

This table shows the work items included in each category on the FY 1998 Report 14.

Report 14 Category		Work Items Included			
I. Conservation	Total	0222	0507	0517	0528
		0223	0508	0518	0530
		0501	0509	0522	0532
		0504	0511	0523	2008
		0505	0512	0526	
		0506	0515	0527	
	CRP	0526	0528		
		0527	0530		
	ECP	0515	0517		
	Other	0222	0506	0512	2008
		0223	0507	0518	
		0501	0508	0522	
		0504	0509	0523	
		0505	0511	0532	
II. Total Price Support		1501	1601	1606	1705
		1502	1602	1607	1706
		1503	1603	1608	1707
		1504	1604	1702	1709
		1507	1605	1703	1710

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Work Items by FY 1998 BU-533R, Report 14 Category (Continued)

Report 14 Category		Work Items Included		
III. Commodity Production	Total	0207 0307 0310 0311 0312 0315 0316	0318 0337 0906 1101 1102 1103 1104	1105 1201 1202 1203 1204 1205 1206
	Tobacco	1201 1202	1203 1204	1205 1206
	Peanuts	1101 1102	1103 1104	1105
	Feed Grains/Wheat/ Cotton/Rice	0207 0310	0311 0312	0337 0906
	Office Disaster Activities	0315		
	Field Visits for Disaster Programs	0316		
	Other	0307 0318		
IV. Compliance Office	Total	0206 0907 1401	1402 1403 1404	1410 1415 1417
	HELC/WC	1402 1415	1417	
	Office Measurement Services	0206		
	Other	0907 1401	1403 1404	1410

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Work Items by FY 1998 BU-533R, Report 14 Category (Continued)

Report 14 Category		Work Items Included			
V. Compliance Field	Total	0202 1405 1406	1407 1408 1412	1416 1701	
	Measurement Services	0202			
	Commodity Loan Inspections	1701			
	Aerial Compliance	1412			
	Administrative Field Visits	1405 1406	1407 1408	1416	
VI. Administrative	Total	0101 0102 0112 0113 0114 0115	0116 0117 0118 0201 0203 0204	0205 0401 0402 0403 0404 0405	0408 0409 0410 0411 0412
	Claims	0113 0114	0115 0116		
	Other	0101 0102 0112 0117 0118	0201 0203 0204 0205 0401	0402 0403 0404 0405 0408	0409 0410 0411 0412
VII. Total Automation		0111			
VIII. Total Dairy		1801			
IX. Total Wool		1901			

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Work Items by FY 1998 BU-533R, Report 14 Category (Continued)

Report 14 Category		Work Items Included			
X. Total Livestock Assistance Programs		2001	2005	2011	
		2003	2006	2012	
		2004	2010	2013	
XI. Common Programs	Total	0301	0304	0339	0342
		0302	0306	0340	0343
		0303	0336	0341	0344
	Payment Limitations	0304	0340	0342	0344
		0339	0341	0343	
	Farm Records	0302	0306	0303	
	Reconstitutions	0301			
	Bankruptcies	0336			
XII. Total Crop Insurance		0210	0228	0350	0354
		0225	0229	0351	
		0226	0230	0352	
		0227	0231	0353	
XIII. Total Farm Credit		0601	0711	0723	0809
		0603	0712	0724	0811
		0701	0713	0725	0812
		0702	0714	0726	0813
		0703	0715	0801	0814
		0704	0716	0802	0815
		0705	0717	0803	0816
		0706	0718	0804	0817
		0707	0719	0805	
		0708	0720	0806	
		0709	0721	0807	
		0710	0722	0808	
XIV. Total Other		0103	1418		